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REMARKS:  JJH  FYI

Aut brought this back from th Exec Council Mtg yesterday.

We have no action.

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DDI-_237_-70

2 6 JAN 1970

MEMORANDUM

SUBJECT:   Reporting and Review of Research Activity
           in the Intelligence Directorate


        1.   The DDI is instituting a program to monitor
research in the Directorate on a more systematic basis.
The purposes of this program are:

        a.   to permit centralized review of research
             by appropriate officers in the Intelligence
             Directorate.

        b.   to provide a consolidated record of
             research activity in process.

        2.   For this purpose, "research activities" will
be defined broadly to include projects and activities
of more than one month's duration that are designed to
obtain a better understanding of a situation, to develop
or compile information for future use, or to provide a
thorough exposition of a subject.  The research program
will not encompass the daily process of research that
analysts conduct as part of their general assigned respon-
sibilities, nor include projects of less than one month's
duration which will continue to be monitored by daily
DDI-production office contacts and by weekly Office and
monthly Directorate production reports.

        3.   One of the primary objectives of the research
program is to identify and encourage exploratory and
background research as well as that focused on producing
for publication.  Exploratory and background research
is essential if the Directorate is to fulfill its respon-
sibilities.  Office research activity reports should
therefore include informal or less structured research
activities designed to accumulate information for future
reference as well as exploratory projects designed to
establish the need for additional research or the desir-
ability of formal publication.  Office research activity

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reports should also identify research utilizing or developing new methodological or technological approaches to existing problems, as well as analyst-initiated or proposed projects fitting the above criteria.

4.   Office research activity reports should also include research aimed at producing finished intelligence, including Intelligence Reports, Intelligence Memorandums, Research Aids, CIWR Special Reports, and NIE contributions. Office research activity reports should include NIS contributions, but not finished NIS publications which are already appropriately monitored.  They should also include externally requested research, including that responding to Directorate or Agency components, other agencies, and the NSC system.

5.   Office research activity reports should be submitted to the O/DDI in two copies on a quarterly basis.  The first submission should be made by 15 March 1970.  Subsequent office submissions should be made quarterly, on the 15th of June, September, December, and March.

6.   Office research activity reports should include projects underway or likely to be initiated within three months.  Detail and description should be held to the minimum needed for explanation of the project.  Individual listings should indicate the project's title or subject, requester, nature, and scope.  Listings should indicate whether the project is for exploratory/background purposes or if it is aimed at publication.  If of the latter type, its planned publication format should be indicated.  The principal analyst(s) involved should be identified and the status of the project, if appropriate, should be indicated.  In order to obtain an approximate estimate of the resources devoted to individual projects, listings should include one of the following indicators:

| Indicator | Meaning |
|-----------|---------|
| A | 1-3 man months |
| B | 4-6 man months |
| C | 7-12 man months |
| D | over 12 man months |

- 2 -

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Research activity reports should also list projects completed or terminated since submission of the previous report, identifying the publication format or explaining the reason for termination. Research activity reports should be organized on a geographic basis similar to that used in the monthly DDI production report. Functional and other studies should be listed under "General". In preparing research listings, the attached illustrative format should be employed.

7.    Office research activity reports will be compiled into a composite, quarterly Directorate research program. The DDI will chair a meeting of office chiefs to review research in process, to identify gaps and problems in Directorate research efforts, and to ensure coordination of research activity both within and outside the Directorate. The meeting will also enable the DDI and other officers to suggest research relevant to particular intelligence and policy needs.

8.    The research program is designed to complement the Directorate production reporting system. As individual research projects come within two months of publication, they should also be listed on weekly office production reports. Offices, after consultation with the ODDI, may make changes in their weekly production report to eliminate undesirable duplication.

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R. J. SMITH
Deputy Director for Intelligence

Attachment:

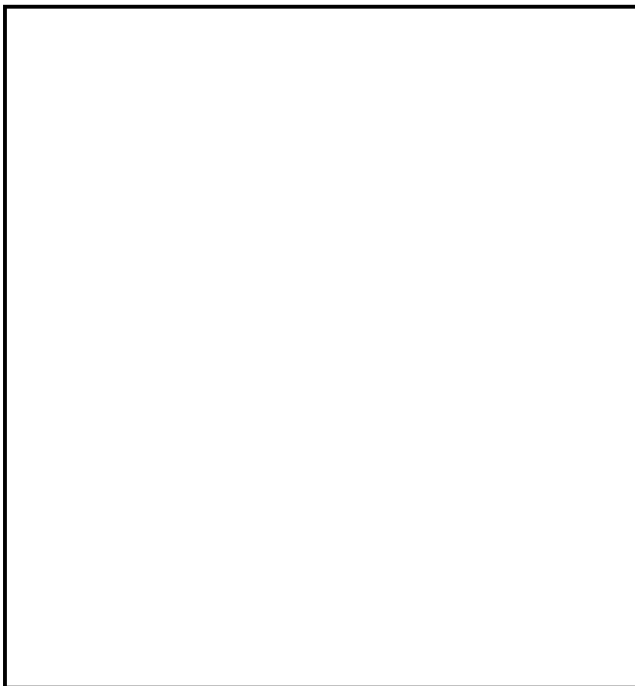Illustrative DDI Research Program listings.

- 3 -

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Distribution for memorandum, Subject: Reporting and
Review of Research Activity in the Intelligence
Directorate.

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- 4 -